

UNITED STATES CIVIL SERVICE COMMISSION
Office of the Executive Director
Interagency Advisory Group
1900 E Street, N.W.
Washington, D.C. 20415

Minutes of the IAG Committee on
Development and Training

January 23, 1976

The meeting was chaired by James R. Beck, Jr., Director, Bureau of Training. Mr. Beck recognized and welcomed two newly appointed training directors: Mr. Victor Rock, Jr., Farm Credit Administration and Mr. Chuck Nardiello, Defense Supply Agency.

Mr. Beck mentioned several key training vacancies where active recruitment was under way, i.e.:

- Director, Federal Law Enforcement, GS-17/18
- Director, Federal Executive Institute, GS-18
- Director of Training, Internal Revenue Service, GS-16

In addition, Mr. Beck announced that Ms. Helene Markoff has been appointed Assistant Director for Executive Development and Training, Energy Research and Development Administration.

Mr. Beck stated that the House Appropriations Committee was involved in two studies related to training:

- Survey of "Long-Term, Graduate-Level Training sponsored by the Department of Defense for its Civilian Employees"
- Survey of "Executive Development in the Federal Service"

Mr. Beck indicated that he would keep the IAG Committee informed of the studies as information became available to him.

Mr. Beck announced that he has been appointed by the Chairman of the CSC to serve as chairman of Federal Personnel Administration Career Board for a two-year term.

Mr. Robert Lovegren, Department of Interior, Chairman of Clearinghouse Standing Committee reported that:

- The Training Facilities Directory was at the printers and would be distributed in the near future
- The Directory of Training Offices was in the final stages of preparation and would be distributed in the near future

- The Clearinghouse Committee with the assistance of a student intern from the University of Maryland was exploring the feasibility of a newsletter for training specialists in the Washington, D.C. area
- The Steering Committee discussed the suggestion from IAG members that the membership of the IAG Committee on Development and Training be reviewed for possible expansion. The Steering Committee concluded that the problem appeared to be one of communications and that there should be no expansion of IAG membership. However, communication can be improved by the Training Directors bringing staff members to the meeting, if appropriate, and having staff participate in the Standing Committee activities. The Clearinghouse Standing Committee is also considering other means to improve communications within the training community.

Mr. Thomas Hatheway, Department of the Army, Chairman of the Research Standing Committee reported on his committee's review of the Spectrum Management Career Program. The Committee's report was transmitted to Mr. Beck for appropriate action by the Bureau of Training.

Mr. John Kizler, Department of Agriculture, Chairman of the Research Committee asked for additional agency volunteers for a Research Committee Task Group dealing with productivity in training.

Mr. Nathaniel Smith, Department of Treasury, Chairman of the Common Problems Standing Committee reported that:

- A permanent training record form had been developed by his committee and it has been referred to the Bureau of Training for review
- The Executive Development Sub-Committee is planning a series of mini-conferences for the Spring and an interest questionnaire has been sent to training officers for their suggestions for conference topics.

In addition, Don Rehm, Veterans Administration, reported that the sub-committee reviewing the issues on travel and per diem allowance for training programs planned to have specific recommendations for the full committee at the next meeting.

Mr. Beck introduced Mr. Elwood A. Platt, Director, Interagency Auditor Training Center, Department of Commerce. Mr. Platt presented a brief overview of the Center indicating:

- ∇ The Center was established in 1969 as a reimbursable inter-agency training center
- In 1969, it conducted 18 sessions for 407 participants

- In 1976, it conducted 80 sessions for 2150 participants
- The Center's curriculum consists of 30 different courses for auditors at the GS-5 through GS-16 grade levels. Participants also include State and local auditors.
- The Center's staff consists of the Director and nine staff members with its training facilities located in Bethesda, Md.

Mr. Beck introduced Mr. Michael Martinez, Assistant Administrator for Procurement, Personnel and Training, Office of Management and Budget who discussed the draft proposal for the establishment, sponsorship, and operation of the Federal Procurement Institute. The draft proposal has been sent for comment to the Heads of Executive Departments and other establishments. Mr. Martinez highlighted the draft proposal which is published in the Federal Register (Vol. 41 - No. 3, January 6, 1976, pages 1137-1140). Agencies have been requested to comment on the proposal by February 6, 1976.

Mr. Chester Wright, Director, Office of Policy, Plans, and Systems, Bureau of Training, CSC, reported on the status of several research efforts by the Bureau of Training:

- The Bureau has completed a short term study designed to identify the needs of the Federal Training Community for specific services and products that should be provided by the Bureau of Training. The results of this study will be used in the Bureau of Training's future planning efforts
- The Bureau has completed a training needs determination survey in the area of Program Evaluation. The results will be published in June, 1976
- The Bureau has initiated a study to review the requirement for 80 hours of training for supervisors
- Value Model II is being field tested and additional test sites are needed
- The Bureau will be publishing a paper on the performance analysis process - its use and application

Mr. Beck commented on the relationship between the IAG Committee on Executive Manpower and the IAG Committee on Development and Training. He indicated that the Bureau of Executive Manpower is represented on the Development and Training Committee and the Bureau of Training is represented on the Executive Manpower Committee. Both committees are concerned that they do not duplicate each others efforts, that they are supportive of the total training and executive development efforts, and that information is shared between the two committees. The committees are not in competition with each other, but have been established to see that important things get done. Mr. Beck indicated that he would keep

this committee informed of future activities of the IAG Committee on Executive Manpower.

Mr. Beck reported on the training efforts by the Civil Service Commission concerning the new "Factor Evaluation System."

The Civil Service Commission is developing a variety of Training Packages to be used by agencies.

The initial training effort will be to train CSC trainees and Agency staffs who will be involved in the initial trial efforts of the new system. The full implementation of the Evaluation System is scheduled over five years. All agencies will be involved in the training efforts and training directors will be kept informed of new developments.

Reactions, comments and suggestions concerning the Optional Form 170, Request, Authorization, Agreement, and Certification of Training should be directed to Mr. Walt O'Brien, Bureau of Training, IDS 101-7647 or 632-7647.

Next meeting will be held on Friday, March 19, 1976.